

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

ADDENDUM TO CATALOG

Dated June 20, 2024

Pg. 55

Revised **Southwestern Law School Admission Policy** inserted.

Prior Policy:

Southwestern Law School Admission Policy

In accordance with its mission, Southwestern Law School seeks to admit students of various backgrounds and experiences who also demonstrate the capacity and the character to contribute to the school's vibrant and diverse academic community as well as become highly skilled and ethical graduates who are capable of integrating theory and practice to meet a wide range of professional challenges.

In reviewing admission applications, Southwestern places significant weight on undergraduate grades and the Law School Admission Test (LSAT) scores. We also recognize that other factors contribute to a person's ability to succeed as a law student and lawyer. Accordingly, substantial consideration is also given to non-numerical factors, including but not limited to the following: graduate or professional training, special academic distinctions or honors, the difficulty of the academic program successfully completed, work experience, significant achievement in nonacademic activities or community/public service, character and fitness, and letters of recommendation.

In some instances, an applicant may have the opportunity to be waitlisted and participate in an interview with a faculty member.

Applicants are advised that Southwestern continually reassesses its admission policy and that this policy is subject to change.

Additional information on admissions criteria is available in The ABA-LSAC Official Guide to American Bar Association (ABA) Approved Law Schools, which may be ordered through the Law School Admission Council (LSAC) at www.lsac.org or (215) 968-1001.

Grading, Scholastic and Other Honors, and Specialized Courses Policy replaced by the following policies: **Grading and Scholastic Honors Policy/ Scholarships, Grants, and Fellowships Policy**

Prior Policy:



Grading, Scholastic and Other Honors, and Specialized Courses Policy

Revision History: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; revised in September 2023 to remove the Incomplete Grade Policy and Independent Study Policy sections, which were established as standalone policies, and to rename the policy; revised in October 2023 to remove the Distance Education Policy which was established as a standalone policy and renamed the Distance Education Policy for Programs Other Than the Online J.D. Program; revised in May 2024 to change Section B, Alphabetical Grading System, to take into account the Online J.D. Program.

Related policies: Master of Laws Program Policies; Incomplete Grade Policy; Attendance Policy; Policy Statement on Student Academic Work-Product Originality; Student Honor Code; Academic Policies and Procedures; SCALE Program Policies; Distance Education Policy for Programs Other Than the Online J.D. Program

Scheduled Review Date: June 2025 (Student Services Office)

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A. Course Syllabus and Grading Criteria

Course syllabi will be posted by Academic Administration on the portal and by faculty on the course Canvas page and will include a course outline, course learning objectives, a description of course materials, the grading and attendance criteria, and any other information deemed relevant by the faculty member. In the event of an inadvertent conflict between the syllabus and this policy, the provisions of this policy will prevail.

1. Anonymous grading rule

Southwestern uses an anonymous grading system for all written examinations to ensure objectivity. The professor may also use anonymous grading in other parts of each course. A confidential computer-generated anonymous Exam ID number is issued and made available through Self-Service each semester. Faculty members cannot access information matching student names and anonymous student Exam ID numbers. Students may obtain their anonymous Exam ID numbers from the Registrar’s Office upon presentation of proper identification. Students should not share their Exam ID with professors or other individuals.

2. Time limits for submitting grades

Faculty members must submit all grades to the Office of the Vice Dean(s) within four weeks from the date of the final examination, final assignment, final paper, or final trial in a course. The grades submitted are the final grades after they have been approved by the Office of the Vice Dean(s).

3. Issuing final grades

All final grades are made available to students on Self-Service. Grades will be available via Self-Service starting after the last final exam of each examination period, except for the fall semester and Period 6 grades, which will not be available until after the winter break. Grades will be released Monday-Thursday between 12:00-12:30 p.m. and 4:00-4:30 p.m. and Fridays between 12:00-12:30 p.m.

4. Policy on changing grades

Once grades are final, they will not be changed except for a documented clerical or computational error or as otherwise explicitly stated in this policy. A faculty member seeking to change a grade must present a Change of Grade form with appropriate documentation to the Office of the Vice Dean(s). No grade can be changed for any reason 90 calendar days after the final grade has been posted or the examination has been made available to the student in the Registrar's Office, whichever is later. The change will become effective only after the petition has been approved by the Office of the Vice Dean(s) and filed with the Registrar's Office.

B. Alphabetical Grading System

Southwestern uses an alphabetical grading system in which the actual grade earned is represented by an alphabetical letter. Grades are assigned from A+ to F. No unit credit is granted when the grade received is an F. All students must maintain a cumulative GPA of at least 2.330. The GPA is a mathematical depiction of a student's law school grade performance carried out to the first three decimal places. The GPA is derived by multiplying the number of grade points earned in each graded course by the number of units assigned to that course. Those numbers are then added, and the resulting figure is divided by the total number of graded units attempted in the applicable period. The quotient is carried out only to the first three decimal places. Courses offered on a Credit/No Credit basis are not included in the computation of the GPA.

To ensure equity in multiple-section courses and uniformity of grades, the faculty has adopted a policy requiring the courses listed below to have a mean of 2.800 (plus or minus 0.05). A minimum of 15 percent of grades in the A range (A+, A, and A-) must be awarded. The

minimum standard deviation is .70. This policy does not apply to first-year spring elective courses.

- First-year Day, Online¹, and PLEAS/Part-time day courses
- Second-year Evening and Online Program's Constitutional Law I and II, and Property courses
- Second-year PLEAS/Part-time day Civil Procedure I and II, and Property courses; and
- SCALE Periods I, II, and III courses

All upper-division courses must have a mean of 3.000 (plus or minus one-tenth) and a median of B. As a guideline in upper-division courses, 15 percent grade in the A range (A+, A, A-) will be awarded. In courses with fewer than 30 students enrolled, the mean and median standards are to be used as guidelines. LL.M. students should refer to the Master of Laws Program Policies for applicable grading policies.

1. **Class rank**

Official class rankings by percentage in 10 percent increments are based on cumulative GPA and are computed for each class at the end of each academic year. Southwestern Law School does not provide cumulative GPA breakdowns within the 10% increments, breakdowns beyond the 10% increments, or actual numerical standings. Percentiles for class ranks are rounded up. For example, 10.01% is considered top 20%.

Students from the part-time Online, Evening, and PLEAS/Part-time day programs are ranked together. Students from the full-time Online and full-time residential programs are ranked together. SCALE students are ranked together. First-year students also receive an unofficial mid-year class rank.

If a student receives a grade change due to an error (e.g., a scoring error on a final examination or paper) after ranks are calculated, the Registrar's Office will manually re-rank the student. Ranks for other students will not be impacted. Students will not receive a rank or manual re-rank for any semester or period in which they received an Incomplete.

2. **Transcript symbols**

Grades are assigned on an alphabetical basis. Listed below are the letter grades with the grade point equivalent.

A+ :	4.33	C :	2.00
A :	4.00	C- :	1.67
A- :	3.67	D+ :	1.33

¹ The Online Program will start in fall 2024.

B+ : 3.33 D : 1.00
B : 3.00 D- : 0.67
B- : 2.67 F : 0.00
C+ : 2.33

The grades of A+, A, and A- denote outstanding scholarship and intellectual initiative; the grades of B+ and B denote above average work; the grade of B- indicates full satisfaction of the law school's requirements; the grade of C+ represents minimal competency sufficient for good standing and satisfactory progress towards graduation; the grades of C and C- represents work below minimal competency; the grades of D+ through D- reflect unsatisfactory work, sufficient only for credit; and the grade of F designates failing work that is insufficient for credit.

In addition to the alphabetical grades, the following letters are used on student transcripts:

AU: Audit (No credit is earned and permission to enroll is required. Used when a student or non-student enrolls in a course at the regular unit tuition rate.)

INC: Incomplete (See *Incomplete Grade Policy*.)

CR: Credit (Credit in a Credit/No Credit course when a student performs work equivalent to D- or above. Credit is earned toward graduation. No alphabetical equivalent. Not included in GPA.)

CRW: Credit in an honors program that also meets the writing requirement. NC: No

Credit (No credit in a Credit/No Credit course. No credit is earned. Equivalent to a grade of F in a graded course. Not included in GPA.)

W: Withdrawal

WA: Administrative Withdrawal (Withdrawal for insufficient attendance. May be assigned when a student misses more than 20% of class sessions.) (See *Attendance Policy*.)

*F: Administrative grade of F (see *Administrative Fail (*F)* below.)

Other notations that may be placed on the transcript as appropriate include, but are not limited to: Dean's List, Honors at Graduation, Concentrations, Concentrations with Honors, Law Review, Journal of International Law (Law Journal), Moot Court Honors

Program, Negotiation Honors Program, Trial Advocacy Honors Program, Public Service Distinction, Leave of Absence, Withdrawal, Academic Disqualification, Reinstated, Readmitted, Disciplinary Action, Disciplinary Probation, Disciplinary Leave, Disciplinary Suspension, Withdrawal with Disciplinary Investigation Pending, and Disciplinary Expulsion.

3. Administrative Fail (*F)

An Administrative Fail (*F) is a final grade assigned by the administration as noted below and cannot be changed:

- a.** A student drops a course without approval;
- b.** An official Incomplete is not made up within the one-year period allowed by the Incomplete policy (see *Incomplete Grade Policy*);
- c.** The Associate Dean for Student Services denies a petition for an Incomplete; or
- d.** A student violates the Honor Code regarding signing the attendance roster.

An Administrative Fail (*F) is subject to correction when:

- a.** A student puts an incorrect anonymous number on an examination;
- b.** There has been a faculty or clerical error in entering a grade or conveying a grade, or when an examination is lost through no fault of the student; or
- c.** The Associate Dean for Student Services receives documentation supporting an Incomplete. (See *Incomplete Grade Policy*.)

An Administrative Fail (*F), being a final grade, is treated like a final earned grade of F to compute a student's GPA.

c. Credit/No Credit Courses

To receive credit for credit/no credit courses, the student must satisfactorily complete the course and/or program requirements. Students may take no more than 22 units of Credit/No Credit coursework. This does not include units completed at other law schools for a letter grade, such as summer-abroad programs or units awarded as transfer credit, for which a Credit/No Credit grade is assigned at Southwestern. In rare cases and for compelling reasons where a student can demonstrate that additional Credit/No Credit units would substantially enhance their educational program, the student may obtain permission for additional Credit/No Credit units from the Student Services Office before registration, but rarely will

more than 22 Credit/No Credit units be permitted. Students cannot request that letter-graded courses be changed to Credit/No Credit.

D. Scholastic Honors

1. Graduation honors

a. *Summa cum laude*

The top 1% of the graduating class will automatically qualify for this honor.

b. *Magna cum laude*

The top 5% of the graduating class will automatically qualify for this honor.

c. *Cum laude*

The top 10% of the graduating class will automatically qualify for this honor.

For purposes of computing the percentages for graduation honors, the graduating class will include July and December graduates, as well as those students graduating in January or at the end of the spring semester.

2. Dean's List

The top 10% of each class, based on the annual GPA for the academic year as described below and the overall number of students in the class, will qualify for the Dean's List at the end of each academic year.

Each class will be computed separately for residential full-time day, evening, PLEAS/Part-time day, SCALE, Online full-time, and Online part-time divisions to award this honor. This honor will be based on the annual GPA for that academic year. Full-time students must complete at least 20 units of graded courses and part-time students must complete at least sixteen 16 units of graded courses per academic year to qualify. Students with an Incomplete on their transcript are not qualified for the Dean's List honor.

The scholastic honor system is subject to annual revision. Notations of the above are placed on the student transcript.

3. Other academic honors

In recognition of academic excellence and at the professor's discretion, the top student or top two students in a course (i.e., those students who receive the highest letter grades in the course) receive the CALI Excellence for the Future Award and/or the Distinguished Performance Award. CALI is awarded by the Center for Computer-

Assisted Legal Instruction and is distributed twice a year, with the summer session and fall semester distribution in April and the spring semester distribution in August.

When the second-best exam is of significantly poorer quality than the top exam, faculty may award the CALL and Distinguished Performance Award to the same student.

E. Scholarships, Grants, and Fellowships

1. **General scholarships**

Southwestern offers a number of scholarships from income provided by gifts from donors, foundations, and its own general funds. Qualifications for and amounts of scholarships vary, but award determination is generally based on financial need, scholastic achievement, and the amount of funds available. It is the general policy of Southwestern that no student receives scholarship or gift aid from Southwestern or any of its benefactors in excess of tuition charged. If a student receives other scholarship or gift aid that would cause those funds to exceed the student's full tuition charged, Southwestern reserves the right to reduce the scholarship so that the full annual tuition amount is not exceeded. Information about select scholarships is listed below. Please refer to the scholarship information page on the Southwestern portal for additional and the most current information.

a. ***Entering students***

Southwestern awards a select number of merit scholarships providing up to full tuition to members of the J.D. entering class or concurrent degree programs who have demonstrated exceptional academic promise. Awards may be renewable or non-renewable scholarships. If renewable, students must meet the continuing academic performance requirements. Based upon the information submitted in their admission application files, all accepted Southwestern first-year J.D. applicants are considered for these scholarship types. There is no separate application for the scholarships.

Additional information regarding continuing eligibility for scholarships is found on the Southwestern portal. Students must consult the version of the eligibility rules from the academic year in which they entered Southwestern.

b. ***Continuing students***

Southwestern awards a number of scholarships to continuing students. For a complete and current list of scholarships available to continuing students, please visit the scholarship information page on the Southwestern portal. Below is a select list of scholarship awards:

i. **Dean's Academic Leadership Award**

The Board of Trustees established the Dean's Academic Leadership Award to provide full-tuition scholarships to the highest-ranking upper-division students (typically the top 1% of the class). Eligibility is calculated based on class ranks as determined at the end of the academic year and based on the cumulative GPA.

ii. **Dean's Merit Award**

The Board of Trustees established the Dean's Merit Award to provide partial tuition scholarships to upper-division students who have demonstrated academic excellence and are in the top 30% of their class. Award amounts are commensurate with class rank. Eligibility is calculated based on class ranks which are determined at the end of each academic year based on the cumulative GPA.

2. Institutional scholarships

Continuing students may be eligible for scholarships from more than 80 funds with specific criteria established by the donors. For further information, visit the scholarship information page on the Southwestern portal.

3. Public interest law grants and fellowships

Students interested in working for public interest law/civil legal aid agencies may apply for stipends created through Southwestern Grant and Fellowship programs. These programs provide the matching amount for Federal Work Study funds applied to positions off campus, thereby providing students practical experiences and career opportunities in public service while offering legal services organizations the assistance necessary to service indigent communities and clients. Other programs are also available to support work in the public interest, living up to the dual goals of enhancing the educational experience of its students and furthering the work of public entities serving underrepresented communities and individuals. Please refer to the Southwestern portal for the most current information for grants and fellowships that are available. Below is a short listing of available summer fellowships and grant awards for graduating students:

- George and Katrina Woolverton Public Service Award
- Harvey L. and Lillian Silbert Public Interest Fellowship Program
- Judge Harry Pregerson Public Service Fellowship
- Leigh H. Taylor Public Interest Endowment Fund

- Public Interest Law Service Award
- Summer Public Interest Law Grant

4. **Outside scholarships**

A number of other scholarships are available each year from a variety of outside organizations. Eligibility is usually based on need, academic achievement, and extracurricular activities. The necessary supplemental applications and specific requirements for these scholarships are on file in the Financial Aid Office, and the most current information is available on the outside scholarship information page on <https://www.swlaw.edu/admissions-financial-aid/financial-aid/scholarships-grants-fellowships/outside-scholarship>

5. **Jose Siderman Human Rights Fellowship**

The Fellowship brings an Argentine law graduate to Los Angeles to complete an LL.M. degree in Civil Liberties and Human Rights or Advocacy at the law school, including an externship with a civil rights organization.

6. **Outside fellowships**

Postgraduate fellowships are an outstanding way to jumpstart graduates' legal careers while building a network of mentors and supporters. Below are two examples of fellowships that regularly select Southwestern applicants. In addition to these two, other postgraduate fellowships are available in a variety of practice areas. To learn more about available fellowships, please schedule an appointment with the Career Services Office.

a. ***American Board of Trial Advocates (ABOTA)***

Every year, the Los Angeles County Chapter of the American Board of Trial Advocates (ABOTA) offers a unique fellowship program to local graduating law students who will be sitting for the July Bar Exam. Fellows spend one month with a civil defense firm, one month with a plaintiff firm, and another month with various judges at the Los Angeles Superior Court. This fellowship is open to students who have a strong interest in civil jury trial practice and intend to practice law in Los Angeles County.

b. ***Presidential Management Fellowship Program (PMF)***

The Presidential Management Fellows Program (PMF) is known as the training ground for future government leaders. It is a two-year paid post-graduate program where Fellows have the opportunity to work in high-level federal government agencies. Through this Program, Southwestern graduates have worked at places like the Missile Defense Center and the U.S. Department of Housing and Urban Development.

7. Writing competitions

A list of writing competitions provided by various organizations is located on the scholarship information page on the Southwestern portal. This information can also be found on Symplicity, a web-based platform the Career Services Office uses to list employment opportunities.

F. J.D. Concentrations

Southwestern offer seven J.D. Concentrations in the following areas of law:

- Civil Litigation & Advocacy
- Critical Race, Gender, and Sexuality Studies
- Criminal Law & Advocacy
- Entertainment & Media Law
- Labor and Employment Law
- Public Interest Law
- Technology Law & Entrepreneurship

Students must submit a Declaration of Intention form to the Registrar's Office to declare their intent to fulfill a J.D. Concentration. Students may submit the Declaration of Intention at any time but no later than the add/drop deadline of their final semester.

Information regarding the J.D. Concentrations and their requirements can be found on the Southwestern Law School website at <https://www.swlaw.edu/curriculum/concentrations-and-customizations>.

G. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.

Revised **Master of Laws Program Policies** inserted.

Prior Policy:



Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy in August 2022; technical edits performed in August 2023.

Related policies: Academic Policies and Procedures; International Students

Policy. Scheduled Review Date: June 2024 (LL.M. Offices; Vice Deans' Office)

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Southwestern offers two LL.M. degree programs: the General LL.M. for those who wish to design a curriculum that will most benefit their objectives and the LL.M. in Entertainment and Media Law. The two programs have distinct policies and requirements. Neither program is accredited by the ABA or a regional accreditor, which means that students in these programs cannot be awarded federal financial aid. Admissions into the General LL.M. for 2023–2024 have been suspended, except for the Siderman Human Rights Fellow and Armenia/Artsakh Fellow.

Students enrolled in an LL.M degree program are subject to all other Southwestern policies not explicitly referred to in the Master of Laws Program Policies.

A. Master of Laws Program, the General LL.M.

1. Purpose

The Master of Laws, General LL.M. degree program allows students to choose and direct their educational focus. This opportunity to select an emphasis of study enables program participants to meet individual

professional goals best. Students work closely with faculty to develop a comprehensive curricular plan and may take classes in day or evening programs.

a. Degree requirements

To qualify for the General LL.M. degree, students must complete 24 credit hours of post-J.D. coursework, 12 of which must be earned at Southwestern. The particular courses each candidate undertakes will depend on the individual's chosen area of concentration. Generally, courses previously taken for credit for a J.D. or equivalent degree will not be counted toward the LL.M. degree. A maximum of 30 credit hours may be applied to the LL.M. degree. Additional units may be taken but will not be considered part of the LL.M. degree.

b. Unit guidelines and length of course of study

Students work closely with the program director and faculty to develop a comprehensive curricular plan and may take classes in the day or evening program. Full-time students must enroll in at least eight units and, at most, 16 units each semester. International students must maintain full-time status. Part-time students must enroll in at least two units and, at most, seven units each semester. LL.M. students enrolled full-time generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence.

Students who are United States citizens may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the program director. International students enrolled in the LL.M. program must maintain full-time enrollment status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the Southwestern SEVIS Designated School Officer and the program director, based upon situations approved by SEVIS (Student Exchange Visitor Information System). (See the *International Students Policy* for more information.)

c. Leave of absence

Students who are United States citizens may take up to a one-year leave of absence. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and as authorized by the

Southwestern SEVIS Designated School Officer (DSO) and the LL.M. program director and based upon situations approved by SEVIS (Student Exchange Visitor Information System). Strict requirements to leave the country and return would be applicable, so students are advised to consult with the program director and DSO before attempting a gap in their LL.M. study.

d. *Grading, academic success and bar eligibility*

General LL.M. students who graduated from U.S. law schools and those with foreign law degrees who opt for the letter grading system must attain a cumulative GPA of 2.330 to earn the LL.M. degree. Students are graded using the same standards as J.D. students and must receive a passing grade in all courses. LL.M. students are not ranked with and do not affect the ranking of J.D. students. Students who intend to sit for the California Bar Examination and need an LL.M. to qualify for the exam must be graded using the standard letter grading system. Students who earn the LL.M. degree may be eligible to take other state bar examinations and, if successful, be admitted to practice. Students are advised to contact any jurisdiction where they wish to take a bar examination as requirements vary widely (e.g., [New York LL.M. requirements](#)). For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

An LL.M. student with a foreign law degree taking graded courses to sit for the California Bar Exam and does not attain a GPA of 2.330, but receives a passing letter grade (D- or above) in at least 24 units, will be awarded a Certificate of Completion. LL.M. students must meet all other academic requirements outlined in the *Academic Policies and Procedures*.

Students may elect to be graded using a non-letter grading system using the following scale: High Honors, Honors, High Pass, Pass, and Fail. The non-letter grading system is highly recommended for all international graduates who do not intend to take the California Bar Examination. However, all students are advised to contact any jurisdiction in which they wish to take a bar examination to ascertain their eligibility to sit for the examination. For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

A change to the non-letter Grading System must be opted for within two weeks of receiving the first semester grades or at least eight units of coursework attempted, whichever occurs

later. Students will sign a form requesting the change, which must be approved by the director of the General LL.M. Program and the Vice Dean(s). All grades, including those already awarded, will thereafter be recorded on the transcript under the non-letter grading system. The non-letter grading system does not result in a Grade Point Average (GPA). This change is irrevocable because the non-letter grading system has an imprecise correspondence with the letter-based grading system. A GPA will no longer be calculable within this grading system, and an estimate cannot be provided upon request.

This choice may affect a student's ability to participate in Honor's activities during law school requiring a GPA and could be viewed less favorably by employers in certain job markets and foreign jurisdictions relying on GPA for hiring decisions. Students are encouraged to consider all these factors when making this change.

e. *Transfer students*

Individuals who have attended an LL.M. program at another law school approved by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS) may apply for admission to the General LL.M. program and, if accepted, may be awarded up to 12 credits to be transferred from their original LL.M. program. Consideration for admission will be based on available space, academic performance at all previous schools, and compelling circumstances.

2. *Special academic activities and consultation with the program director*

LL.M. participation in special academic activities such as honors programs, course audits, and independent studies may be possible on a case-by-case basis. At best, these can augment an individualized study plan. However, in some cases, the structure and demands of the LL.M. program are not easily compatible with participation in these activities. Students wishing to pursue these opportunities must consult with the program director as early as possible to be advised on up-to-date policies.

B. *Master of Laws in Entertainment and Media Law*

1. *Purpose*

Through its LL.M. degree in Entertainment and Media Law, Southwestern Law School is committed to identifying and admitting a select and diverse number of attorneys and legal scholars who are demonstrably motivated and qualified to undertake intensive studies in this field and to equip them—through theoretical, experiential, and

clinical education programs—to become outstanding professionals within the selected area of specialization.

a. Degree requirements

To qualify for the LL.M. degree in Entertainment and Media Law, students must complete at least 24 credit hours. At least 18 of those 24 credit hours must be earned at Southwestern Law School and be comprised of entertainment and media law courses as designated by Southwestern Law School. Courses taken for credit for a J.D. degree (whether at Southwestern Law School or otherwise) and courses at an institution other than Southwestern Law School will not count towards the LL.M. degree, except as determined by the director of the Donald E. Biederman Entertainment and Media Law Institute of Southwestern Law School.

Students may take up to 30 credits. However, only 24 credits will count toward the LL.M. degree.

b. Unit guidelines and length of course of study

Students work closely with the program director and faculty to develop a comprehensive curricular plan and may take classes in the day and evening programs. Full-time students must enroll in no fewer than eight units and no more than 16 units each semester. International students must maintain full-time status. Part-time students must enroll in no fewer than two units and no more than seven units each semester. LL.M. students enrolled full-time generally complete their degree requirements within one academic year, and part-time students generally complete their degree requirements within two academic years. All LL.M. students are expected to complete all coursework within four years. All LL.M. students are expected to maintain continuous enrollment in the program. Failure to enroll in any semester will be treated as a withdrawal unless a student has been granted a leave of absence.

U.S. students may be granted special permission to extend their course of study to a maximum of four years due to special circumstances upon approval by the program director.

International students enrolled in the LL.M program must maintain full-time status throughout their course of study; however, special permission to drop below full-time status for one semester may be authorized by the SEVIS Designated School Officer and the program director, based on situations approved by SEVIS (Student Exchange Visitor Information System). (See the *International Students Policy* for more information.)

c. *Leave of absence*

U.S. students can take up to a one-year leave of absence per Southwestern's leave of absence policy. International students may be eligible to take a single one-semester leave of absence, but only following current U.S. immigration law and as authorized by the Southwestern SEVIS Designated School Officer (DSO) and the LL.M. program director, and based upon situations approved by SEVIS (Student Exchange Visitor Information System). Strict requirements to leave the country and return would be applicable, so students are advised to consult with the program director and DSO before attempting a gap in their LL.M. study.

d. *Grading, academic success, and bar eligibility*

Students enrolled in Southwestern Law School's program for the LL.M. degree in Entertainment and Media Law must complete the program at Southwestern Law School under the following standard letter-based grading system: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Students enrolled in the program will receive a letter grade as warranted by their examination or another performance criterion determined by each corresponding class's supervising professor(s). To avoid doubt, no student enrolled in the program will be graded on a non-letter scale under any circumstances (e.g., High Honors, Honors, High Pass, Pass, Fail, etc.).

Students are advised to contact any jurisdiction where they wish to take a bar examination as requirements vary widely (e.g., [New York LL.M. requirements](#)). For information on California bar certification, see the [Foreign Education](#) page on The State Bar of California website.

Students enrolled in the LL.M. program must maintain a cumulative grade point average of 2.330 to earn the LL.M. degree. Any student who fails to maintain a 2.330 GPA in a semester will be placed on academic probation and academically disqualified after two consecutive semesters reflecting a GPA lower than 2.330.

e. *Transfer students*

Individuals who have attended an LL.M. program at another law school approved by the American Bar Association (ABA) and a member of the Association of American Law Schools (AALS) may apply for admission to the LL.M. in Entertainment and Media Law program and, if accepted, will be awarded up to 6

credits to be transferred from their original LL.M. program. Consideration for admission will be based on available space, academic performance at all previous schools, and compelling circumstances.

Pg. 352

Revised **SCALE Program Policies** inserted.

Prior Policy:



Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; revised in August 2023.

Related policies: Attendance Policy; Academic Policies and Procedures; Externship Program Policies and Guidelines; Grading Policies, Honors, and Specialized Courses; Graduation Requirements Policy

Scheduled Review Date: June 2024 (SCALE Office)

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When not explicitly delineated in this policy, SCALE students are governed by all other policies on the [Institutional Policies webpage](#).

A. Individual Assignments

1. Materials for evaluation and grading criteria

The faculty members teaching each SCALE course will advise students in writing of the nature of the materials upon which they will be evaluated during the course and the grading criteria.

2. Submitting assignments

a. *Unexcused late papers*

Timeliness in submitting assignments is essential to professionalism; therefore, students are expected to turn in assignments on or before the due date. When specified by the assigning faculty member, students should submit written assignments to the SCALE Office, on the 4th floor of the Bullocks Wilshire Building, before the first scheduled class meeting on the due date. Students should turn in the original of each assignment.

The original paper will be stamped with the time and date of receipt, and a time-dated receipt will be returned to the student. A student who disputes the SCALE Office records as to the timeliness of submission has the burden of proving that the paper was received on time.

Points will be deducted from unexcused late papers. Unless otherwise stated by the faculty member who made the assignment, when the assignment is to receive a raw score, one point will be deducted for each hour or part thereof during which the assignment remains outstanding, up to the maximum number of raw points for the assignment.

b. *Postponement of due date*

Any request for an extension to submit an individual assignment

within an evaluation period must be in writing and directed to the faculty member who made the assignment. Subject to legal requirements for accommodations, faculty members will have the discretion to approve or deny the request and to set terms for an extension. The faculty member's decision will be in writing and final. The faculty member may require the student to supply supporting documentation. Supporting documentation related to disability accommodations should be submitted to the Accessibility/504 Coordinator in the Student Services Office.

c. *Completion of assignments*

A student must perform all assigned work during a SCALE course. An unapproved Incomplete on an assignment during a SCALE course will result in an Administrative Fail (*F) for the course. A student who does not complete all assigned work during an evaluation period may be precluded from commencing work during the next evaluation period and may be placed on an involuntary leave of absence unless the student has received an approved Incomplete under the *Incomplete Work* in Section J of this policy.

B. Attendance

1. Class attendance

Regular and punctual class attendance is necessary to satisfy class hour requirements.

SCALE requires significant student collaborative effort. Students complete assignments and perform roles to benefit themselves and their classmates. A student's failure to fulfill attendance obligations disrupts the learning process. Therefore, at the discretion of each SCALE faculty member, students who are unprepared for a class will be marked absent.

If a student in the first year of SCALE (Periods 1, 2, 3, and 4) is administratively withdrawn from all courses in a given period, that student will be considered as having withdrawn from the law school and may return only if admitted following submission of a new application for admission. If a student who has completed the first year of SCALE is administratively withdrawn from all courses in a given period, that student will be considered to be on an involuntary leave of absence and must return for the next period or will be withdrawn from the law school.

2. Externship attendance

Attendance and completion of the required hours for the SCALE II Period 8 externship are mandatory. The Co-Directors of the Externship Program have sole authority to excuse absences from externships and, where appropriate, to require the completion of additional written or oral assignments as a condition of excusing such absences. SCALE students who elect to participate in the optional summer session externship must also adhere to the [Externship Program Policies and Guidelines](#).

C. Externships

1. Summer externships

SCALE students may participate in the Externship Program during the SCALE summer session. Please see the [Externship Office](#) portal page for more information.

2. Period 8 externships

The SCALE II Period 8 externship completes the SCALE experience and begins in March after the completion of Period 7. The Externship Office administers Period 8 externships. Please see the [Externship Office](#) portal page for more information. Unlike the elective externships in the traditional program, however, the Period 8 externship is a SCALE requirement. All SCALE students are required to extern 40 hours per week during the Period, for a total of 300 hours.

Externships are graded Credit/No Credit. A grade of Credit is not included in the computation of the period grade point average (GPA) or the cumulative GPA. (See *Academic Probation and Academic Disqualification* in this policy for an explanation of the period and cumulative GPA requirements.) A grade of No Credit is computed as a SCALE course with a grade of F. The Director of the Externship Program must approve each externship before the commencement of the externship.

D. Evaluation Periods and Grading

1. Evaluation periods

The SCALE two-year program is comprised of four evaluation periods in the first year, a mandatory summer session, and four evaluation periods in the second and final year. The SCALE 2.5-year program, which is optional, has an added evaluation period during the Fall semester of the third year.

2. Schedule

At the start of each academic year, the schedule of classes and final examinations for all SCALE courses and the SCALE Curriculum Charts are distributed to all SCALE students and posted on [SCALE – Current Students CANVAS page](#). The SCALE Curriculum Charts specify the applicable units allocated to the various SCALE courses in the curriculum for the year.

The SCALE schedule is subject to change. The unique curricular construct of SCALE requires the schedule to be flexible and adaptable, and students should expect the SCALE schedule to change as circumstances dictate. Changes are communicated in a timely fashion to students, mainly via email.

3. Grading

SCALE course grades are assigned on an alphabetical system, except for Foundations of Law & Practice, Trial Advocacy, Independent Study on the Profession, January intersession course(s), and externships, which are graded Credit/No Credit. See [Grading Policies, Honors, and Specialized Courses](#). A student who receives a grade of F or No Credit in a course must demonstrate basic competence in the area by performing alternative or additional assignments as determined by the course's faculty member. The grade in that course will not change depending on the performance of such assignments.

The GPA for each SCALE period is calculated based on the points earned for each grade and the number of units allocated to each course. See [Grading Policies, Honors, and Specialized Courses](#). This GPA is comprised of both SCALE and Traditional courses.

Official class rankings, provided in 10 percent increments, are based on cumulative GPA and are computed for each class at the end of each academic year. SCALE I students also receive an unofficial mid-year class rank based on Period 1 and 2 grades.

4. Writing requirement

SCALE students are required to fulfill Southwestern's upper-division writing requirement. This requirement can be satisfied by satisfactorily completing the independent study paper on the profession during the SCALE summer session. As a result, SCALE students need not enroll in a seminar or equivalent writing course in the Traditional program.

5. Experiential requirement

SCALE students must complete at least six credit hours of coursework specifically approved and designated as meeting the experiential requirement. Select courses in the SCALE curriculum may be eligible to meet the experiential requirement; however, in some cases, students

must complete courses in the traditional program to fulfill the required six units. The SCALE Period 8 Externship provides five units toward the experiential requirement if completed satisfactorily. See the *Experiential Requirement* section of the [Graduation Requirements Policy](#).

E. Summer Session

The summer session for SCALE students will occur following Period 4 and before the commencement of Period 5. SCALE students are required to complete a minimum of 6 units during the summer session comprised of a 2-unit independent study paper based on the legal profession and an additional 4+ units consisting of at least one of the following options:

- participate in the traditional summer externship program;
- take at least one Southwestern summer session course; or
- participate in a Southwestern summer abroad program or non-Southwestern ABA- approved summer abroad program.

A maximum of eight units may be taken in the summer session by a SCALE student, absent special permission granted by the Associate Dean for SCALE. Grades earned during the SCALE summer session will be part of the SCALE Period 5 term GPA and included in any academic standing calculations completed at the end of Period 5. These grades will also be part of the student's cumulative GPA calculation.

F. Academic Status

1. Academic Good Standing

A student is in good academic standing unless the student:

- a.** is on academic probation, as defined in *Academic Probation* of Section H of this policy; or
- b.** has been academically disqualified under *Academic Disqualification* in Section H of this policy; or
- c.** has failed to complete any assignment by the due date unless a postponement has been approved under *Postponement of Due Date* in Section A of this policy.

2. Graduation Requirements

To be certified for graduation and eligible for the Juris Doctor degree, a student must:

- a.** have satisfactorily completed all required courses in the SCALE curriculum;
- b.** have satisfied the 6-unit experiential course requirement;
- c.** be in good academic standing;
- d.** have a cumulative GPA of at least 2.330 or higher at the end of the 2 or 2.5 years of SCALE;

- e. have completed 87 units;
- f. have removed any approved Incomplete under *Incomplete Work* of this section; and
- g. meet any other requirements outlined in the [Graduation Requirements Policy](#) not explicitly delineated in the *SCALE Program Policies*.

G. SCALE Program Honors

Eligibility for the invitation to Law Review, Law Journal, the Moot Court Honors Program, or the Negotiation Honors Program is based on class standing or GPA at the end of the first year of SCALE (Evaluation Periods 1, 2, 3, and 4), and participation in the summer write-on competition, intramural competition, or try-outs, as applicable. Students may be invited to participate in the Trial Advocacy Honors Program in their first year of SCALE. Continued participation in TAHP is contingent on the student's academic good standing at the end of the first year of SCALE.

SCALE students are eligible for scholastic honors as outlined under *Scholastic Honors* section of [Grading Policies, Honors, and Specialized Courses](#).

H. SCALE Academic Policies

SCALE students are required to abide by the rules governing academic disqualification and academic probation as indicated below:

1. Academic disqualification

A student is academically disqualified when a student fails to achieve the following:

a. A minimum cumulative GPA

SCALE students are disqualified if they do not maintain a cumulative GPA of 2.330 at the end of Period 3 and thereafter. The minimum cumulative GPA requirement is initially calculated at the end of Period 3.

b. A Minimum GPA in Two Consecutive Evaluation Periods

SCALE students are disqualified if they do not achieve a GPA of at least 2.330 in two consecutive evaluation periods commencing in Period 3, excluding the mandatory summer session and the January intersession.

2. Academic probation

A SCALE student is placed on academic probation when the student's grade point average is less than 2.330 in any evaluation period commencing in Period 2 and thereafter, excluding *Part H.1a* above; the mandatory summer session, or when the student has been academically disqualified and readmitted. Students can be placed on academic probation after their second evaluation period because their

term grade point average or cumulative grade point average is less than 2.330. Students on academic probation may not participate in externships, honors programs, or leadership positions. This restriction does not apply to the mandatory SCALE Externship in Period 8.

3. 2.5-Year modified curriculum

Before the commencement of the second year of SCALE, SCALE students may petition the Associate Dean for SCALE to participate in the 2.5-year modified curriculum. Under the modified curriculum, students will take fewer units during their second year of SCALE. Students will complete the remainder of the units required to graduate during an additional semester of fall courses and be eligible to graduate in December. Additional tuition will not be charged to accommodate the modified curriculum.

I. Issuing Final Grades

All final grades are made available to students on Self-Service.

J. Incomplete Work

1. Petition for approved incomplete evaluation

In exigent circumstances or as approved disability or pregnancy accommodation, a student may be granted an approved Incomplete for work not completed during an evaluation period. An approved Incomplete may be granted only upon a prompt written petition setting forth the circumstances which prevented or will prevent the timely performance of the assignments. The petition will be accompanied by appropriate evidence of the exigent circumstances and will be submitted to the faculty member who assigned the work not completed. A petition for an approved Incomplete may be granted only upon written approval of the assigning faculty member and concurrence by the Associate Dean for SCALE and Associate Dean for Student Services. The decision upon such a petition will be final. A petition for an approved Incomplete may be denied, on that ground alone, if not timely filed. The timeliness determination will be based on the facts upon which the petition for Incomplete is based and the student's promptness in filing the petition after becoming aware of the facts.

Notice of a student's inability to take an exam as scheduled **must** be received in the Student Services Office **before** the scheduled exam time. Failure to do so may result in a grade of Administrative Fail (*F).

2. Removing an incomplete evaluation

A student whose petition for an approved Incomplete has been granted must submit the postponed work in accordance with the

schedule approved by the assigning faculty member, the Associate Dean for SCALE, and the Associate Dean for Student Services. All postponed work must be completed to the satisfaction of the faculty member who assigned it. Upon completion, the student's overall evaluation will be computed per the SCALE policies.

3. Failure to remove an incomplete evaluation

If any work is not completed according to the approved makeup schedule, the approved Incomplete will be automatically changed to an Administrative Fail (*F). Such a change will not relieve the student of the obligation to demonstrate competency in the assignment by completing the work to the satisfaction of the faculty member who assigned it. A student who has not removed an approved Incomplete may be placed on an involuntary leave of absence under Part K below.

K. Leave of Absence

1. Petition for a leave of absence

A student must have completed Evaluation Periods 1, 2, 3, and 4 and be in good academic standing to seek a leave of absence. The student must also submit a leave of absence petition for approval by the Associate Dean for Student Services and Associate Dean for SCALE. A leave of absence will be granted for no more than one academic year. A student who fails to return at the agreed-upon time or otherwise fails to meet the leave of absence terms may be withdrawn from the law school. Exceptions to this policy are allowed solely at the discretion of the Associate Dean for Student Services and Associate Dean for SCALE and only under compelling circumstances or as an approved disability or pregnancy accommodation. SCALE students are subject to all leave of absence policies stated in the *Leave of Absence* section of the Academic Policies and Procedures when not explicitly outlined in the *SCALE Program Policies*.

2. Involuntary leave of absence

A student precluded from commencing an evaluation period under *Completion of Assignments* and *Failure to Remove Incomplete* of this section may be placed on an involuntary leave of absence for up to one year. A student placed on such involuntary leave will be notified of the duration of the leave and the reasons for its imposition. A student who fails to return to SCALE at the time specified in such notice may be withdrawn from the law school.

3. Explanatory note

SCALE's continuous scheduling makes it extremely difficult for a student to drop a SCALE course and complete it later without jeopardizing timely graduation from SCALE. Therefore, a student who has been administratively withdrawn from a SCALE course for failure to comply

with Southwestern's Attendance Policy or who has not satisfactorily completed the work required to progress to the next SCALE course may have to wait until the following year to begin that SCALE course.

L. Readmission Following Academic Disqualification

A student who has been academically disqualified from SCALE will be deemed to have been academically disqualified from Southwestern Law School.

Any SCALE student who is academically disqualified for failing to maintain a cumulative GPA of at least 2.330 or for failing to achieve a GPA of at least 2.330 in each of two consecutive evaluation periods under Part H.1a or b commencing in Period 3 (excluding the mandatory summer session) may petition for readmission according to the rules and procedures of the Academic Standards Committee as stated in Academic Disqualification, Academic Probation, and Academic Improvement Programs Policies. Any SCALE student who is disqualified under *Section H.1a or b* and is permitted to petition may continue in courses in which they are currently enrolled pending notification by the committee of its decision. If the petition is denied, the student will be withdrawn from all courses, and no credit will be granted, even if courses have been completed before the denial of the petition. A student whose petition is denied and currently enrolled in on-campus courses at Southwestern will automatically receive a full tuition refund for the period in which the student is enrolled.

Per the *Academic Disqualification, Academic Probation, and Academic Improvement Programs Policies*, students who have been disqualified and fail to meet the conditions of readmission will be automatically disqualified and will not be eligible to petition a second time to the Academic Standards Committee. The disqualification will be final, and the student will be withdrawn from the law school.

M. Admission to Traditional Program

1. Transfer into traditional program

A student currently enrolled in the SCALE program may petition to transfer into the traditional program only when the student is in good academic standing and has completed at least Period 4. The Associate Dean will make the transfer decision for SCALE, and the Associate Dean for Student Services. If the petition is granted, the transfer will become effective starting with the following traditional academic year. Transfer before successful completion of Period 4 will be allowed only under exceptional circumstances and following approval by the Associate Dean for SCALE and the Associate Dean for Student Services.

Withdrawals from SCALE before the completion of Period 4 are

governed by the *Leave of Absence* and *Withdrawal from SCALE* portions of this policy. The Associate Dean for Student Services and Associate Dean for SCALE will make a non-binding recommendation to the Office of the Dean regarding the number of unit credits to be granted and waivers from required courses consistent with the student's academic performance while enrolled in SCALE. A student transferring from SCALE to the traditional program must enroll in the law school within one year of their withdrawal to receive unit credit for work completed in SCALE.

2. Withdrawal from SCALE

If a student wishes to withdraw from SCALE and enroll in the traditional program but is unable to transfer under the *Transfer into Traditional Program* rules above or qualify for a leave of absence pursuant to the *Leave of Absence* section of this policy, the student must re-apply through regular admission channels for admission to the law school for enrollment the following academic year. If readmitted, such students are not eligible for unit credit for work completed in the SCALE program.

N. Enrollment in Traditional Courses

Second-year SCALE students in good academic standing may register for no more than two courses in the traditional fall and spring semesters and one course in the January intersession instead of certain designated SCALE courses and subject to course availability. Students who desire to take more than two traditional courses in a semester will require permission from the Associate Dean for SCALE. The traditional course grades will be averaged with the SCALE grades and become part of the student's cumulative grade point average. Students will not be charged for the added traditional electives.

SCALE students are required to fulfill course attendance requirements as outlined in the *Attendance Policy*. SCALE students registered in traditional courses must abide by the add/drop dates published in the traditional academic calendar. If a student wishes to make a schedule change before the add/drop deadline, they can change their schedule via Self- Service. Any schedule changes after the add/drop deadline must be made by filling out a Student Action Report (SAR), obtaining approval from the Associate Dean for Student Services and Associate Dean for SCALE, and submitting the completed and signed SAR to the Registrar's Office. Students wishing to add a traditional course after the traditional "add" deadline date of the semester may do so only after obtaining written approval from the Associate Dean for Student Services and Associate Dean for SCALE.

Traditional courses may be dropped through the "drop" deadline date published in the traditional academic calendar. Students wishing to drop a traditional course after the traditional "drop" deadline may do so only after

obtaining written approval from the Associate Dean for Student Services and Associate Dean for SCALE. If the course is dropped after the traditional program's semester "drop" deadline date, a notation of "W" will be listed on the student's transcript for that course. After the traditional "drop" deadline date, any course not dropped and not completed by the student will be recorded as an Administrative Fail (*F) unless otherwise approved in writing by the Associate Dean for Student Services and Associate Dean for SCALE.

Pg. 366

Revised **Summer-Abroad Law Programs Policy** inserted.

Prior Policy:



Summer-Abroad Law Programs Policy

Revision history: Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made in July 2023.

Related policies: Financial Aid Policy; Maximum JD Unit Policy; and Transfer and Visiting Students Policy.

Scheduled Review Date: June 2024 (Student Services Office)

A. Overview

Southwestern Law School sponsors a summer-abroad law program. Participants in the program must have completed their first year of study and be in good academic standing before the program's start to be eligible to participate. Additionally, the summer-abroad program director can limit enrollment to students with an academic record exceeding good standing.

If more than one summer-abroad program is offered, students may generally attend one Southwestern summer-abroad law program during their time at Southwestern. Students may attend a second Southwestern summer-abroad program at the program director's discretion in consultation with the Associate Dean for Students Services. A maximum of eight units from

Southwestern abroad programs may be applied toward completing the J.D. degree. A director of a Southwestern-sponsored summer-abroad law program and the Associate Dean for Student Services must approve any deviation from the eight-unit maximum requirement in writing. In determining whether a student may attend a second program, the director will consider whether space exists in the program so that the student seeking to attend a second program would not displace a student who has not yet had the opportunity to participate in a summer-abroad experience. Students interested in participating in summer-abroad programs sponsored by other law schools should consult the *Transfer and Visiting Students Policy* for procedures for approval and maximum unit restrictions.

B. Financial Aid Availability

Students should be aware that there may be limitations on financial aid availability for these programs and are strongly advised to contact the Financial Aid Office as early as possible before registering or paying any program fees.

Pg. 484

Revised **Policy Statement on Student Academic Work-Product Originality** inserted.

Prior Policy:

The logo for Southwestern Law School, Los Angeles, CA. It features the word "SOUTHWESTERN" in a large, purple, serif font, enclosed within a purple rectangular border. Below this, the words "LAW SCHOOL" and "Los Angeles, CA" are written in a smaller, purple, serif font. The entire logo is centered on the page.

SOUTHWESTERN
LAW SCHOOL
Los Angeles, CA

Policy Statement on Student Academic Work-Product Originality

Administrative policy approved July 22, 2022. Effective immediately.

Revision history: Technical and substantive edits were made in

August 2023. Related policies: Student Honor Code.

Scheduled Review Date: June 2024 (Director of Legal Analysis, Writing, and Skills; Student Services Office)

A. Overview

Students in law school are expected to learn the law, to learn the tools of the practice of law, and to prepare for the demands of the legal profession. Students must establish habits that will carry them forward as professionals. As measures of learning and preparation, a law student's academic work products must be their own.

B. Plagiarism

Plagiarism is the submission or presentation of any work, in any form, that is not a student's own without acknowledgment of the source. A student must not appropriate ideas, facts, or language from the work of another. All student work must be original. Any sources used must be fully cited. Plagiarism is a serious Honor Code violation that may result in expulsion; even lesser punishments may result in career-limiting consequences after graduation.

C. LAWS Collaboration Policy

All LAWS assignments must be "original works of authorship." To clarify, when a work is no longer "original," this policy sets forth specific examples of inappropriate conduct. It is impossible, however, to anticipate and list every possible example of improper conduct.

Therefore, the absence of a particular act from this document does not prevent appropriate discipline under the Honor Code.

A violation of this policy may result in an "F" on the affected LAWS assignment and an "F" in the course. Faculty may refer violations of this policy to the Honor Code Committee as misconduct under Southwestern's Student Honor Code.

This policy does not override or revise in any way the school's plagiarism policy as set forth above and as noted in the Student Honor Code.

1. Collaboration with other LAWS student

Students may discuss thoughts and ideas with other students in the LAWS course. Students may not, however, share their notes (other than class notes), case lists, printouts, charts, drafts, or any other material that contains the students' thoughts on the problem and may not work together beyond general thoughts and ideas except as expressly permitted by the professor. Students may not read written materials out loud to another student counts as impermissible sharing.

Students enrolled in SCALE may not discuss thoughts, ideas, or written information with any student enrolled in the LAWS course in the traditional day program, evening program, PLEAS, or part-time day program. Students enrolled in SCALE may only discuss thoughts and ideas with students currently enrolled in the SCALE LAWS course.

2. Collaboration with anyone other than a LAWS student

Students are encouraged to seek assistance from their LAWS professor

and their teaching assistant, the research faculty, and the Writing Center staff. These sources will know how to give students appropriate assistance.

Students may not seek any assistance outside of these sources. For example, a student may not seek assistance from family members, acquaintances, mentors, or tutors, regardless of whether the individual is an attorney. Assistance of any kind is prohibited, including substantive guidance and help with grammar and citation.

3. Use of court briefs prepared by attorneys

A student can review court briefs written on their issue in actual cases. Keep in mind, however, that not all briefs prepared by attorneys are well-written, and the availability of briefs online does not indicate their quality.

Students must never copy or paraphrase another's words without putting them in quotation marks and citing the source. Students must never use someone else's idea without citing the source. Using another's words, thoughts, and ideas without proper citation is plagiarism.

4. LAWS Generative AI policy

All submissions in a LAWS I or LAWS II course, whether in draft or final form, including papers, projects, exams, reflections, and oral presentations, must be the student's own work. To avoid plagiarism, when a submission includes or relies on content borrowed from other sources or authorities, the submission must cite the sources appropriately. Each LAWS Professor will instruct students on how to cite sources appropriately for their assignments. Students may use spell-checking and grammar-checking tools on the content created for a submission. However, students may not use generative artificial intelligence tools (e.g., ChatGPT, Jasper, Lex, GrammarlyGO, or any other chatbot or Generative AI tool) to generate, revise, or edit the content of any assignment unless their LAWS professor gives explicit written permission. If a student is unsure whether they are permitted to use a specific writing tool for an assignment, they should ask their LAWS Professor in advance. A violation of this policy may result in an "F" on the affected LAWS assignment and an "F" in the course. Faculty may refer violations of this policy to the Honor Code Committee as misconduct under Southwestern's Student Honor Code.